



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
500 JAMES ROBERTSON PARKWAY, SECOND FLOOR
NASHVILLE, TN 37243-1144
Office: 615-741-5062; Fax: 615-532-1903
www.state.tn.us/commerce

APPLICATION FOR EMBALMER'S LICENSE
By RECIPROCITY

Name: _____ Telephone #: () _____
First Middle Last

Address: _____ Date Of Birth: _____
Street Apt. #

_____ Social Security #: _____
City State Zip

Mailing Address: (If different from above) _____

E-mail address: _____

❖ Please complete the sentence that applies:

Based on the Conference of Funeral Service Examining Boards, Funeral Service Arts Section (must have a passing score of 75% or greater) _____

1. I was originally licensed as an Embalmer and still hold an active status in the State of _____, License No. _____, administered through the Conference of Funeral Service Examining Boards; or
2. I took the _____ State examination with a score of _____% on the Funeral Service Science.

Please answer the following questions:

1. Are you currently under indictment? Yes ☐ No ☐
2. Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes ☐ No ☐
If yes, Please explain _____
3. Are you a citizen of the United States? Yes ☐ No ☐
If no, Which country? _____
4. Are you protected against communicable diseases (through education or immunization)? Yes ☐ No ☐
5. Has license to practice (as funeral director or embalmer) in this or any other state ever been disciplined? Yes ☐ No ☐
(If yes, Please explain): _____

I understand that any license granted to me may be revoked by the Board for non-compliance of the Laws of Tennessee, the Rules and Regulations of the Board or any false statement in my application.

_____ Date: _____
Signature of Applicant

State of _____ County of _____ personally appeared before me, the person whose name appears above, and made oath that all information given is true to the best of their knowledge, executed before me, this _____ day of _____ 20 ____ .

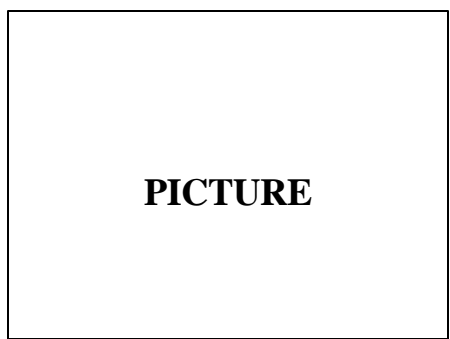
NOTARY SEAL _____
Signature of Notary Public

My Commission Expires: _____

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THE FOLLOWING MUST ACCOMPANY THE APPLICATION:

- 1. A recent photograph of yourself
- 2. The application fee (\$200.00)
- 3. Two letters of reference from a licensed funeral director and/or embalmer, **on letterhead and originally signed**



IN ADDITION TO THE ABOVE REQUIRED INFORMATION:

- ❖ Please have a certified copy of your transcript sent to the Board office from the mortuary school.
- ❖ Have the State Board send a certified form of verification of licensure.
- ❖ Make sure that the National Conference Board is sending the Board a copy of your scores

BEFORE THE ISSUANCE OF AN EMBALMER’S LICENSE THE FOLLOWING REQUIREMENTS MUST BE MET: (In the following order)

- 1) You must pass the State Law Examination (You will be notified of the next scheduled exam).
- 2) You then must appear before the Board for a Personal Interview.
- 3) Upon application approval, you must pay a licensure fee (\$275.00).

The Department of Commerce and Insurance/Board of Funeral Directors & Embalmers are an equal opportunity, equal access, affirmative action board. Applicants for licensure with disabilities who require special accommodations or alternate communication formats should contact the Director of the Funeral Directors & Embalmers Board, 500 James Robertson Parkway, 2nd Floor, Nashville, Tennessee 37243, Phone (615) 741-5062, TDD (615) 741-7190, prior to scheduled examination so that reasonable accommodations can be made.

